

IMPORTANT SAFETY POINTS

CHILDREN'S RESIDENTIAL FACILITIES

July 31, 2014

- The new steps will meet federal requirements and provide a process for validating that the requirements were met.
- Failure to provide the required information will result in Virginia's inability to claim federal IV-E funds.
- Beginning September 1, 2014, all CRFs, who accept placements of foster care children, will be required to maintain completed lists of employees on a state provided matrix.
- The matrix template is available in an electronic form on the VDSS websites.
- Matrix data fields include the dates for criminal records and central registry verification.
- Initial baseline matrix should be completed by August 31, 2014.
- Quarterly matrix updates are required to be completed the CRF and submitted to VDSS.
- Matrix must be supported with documented results for criminal history record checks and Central Registry search and maintained in the agency's records. Do not send the supporting documentation with the quarterly matrix updates.
- Licensing specialist will verify the matrix is complete and that the safety requirements were met. ***Children placed in any facility, that does not have completed criminal record and central registry verification on all employees are not eligible to receive IV-E reimbursement.***
- Per Code of Virginia, employment is allowed to begin without the results of central registry verification as long as the employee is not allowed to work alone with children. In the event that the central registry information is not immediately confirmed, in these situations, the facility will need to provide policy or written verification that those individuals were not allowed to work alone with children.
- A decision notice of "adequate information is unavailable ", must be fully explained with written justification of reason for offering employment.
- If CRF is unable to provide the information on review, it will be reported to the VDSS Title IV-E Manager who will notify any local departments with placements to immediately end IV-E funding.
- State IV-E consultants will assist as needed to verify the safety requirements are met.
- IV-E visits, not made with a licensing specialist, will be announced and coordinated with the CRF.
- The goal is to provide oversight and verification that Virginia is ensuring that all safety requirements are met, children are not being placed in unsafe foster homes and appropriate federal funds are claimed.